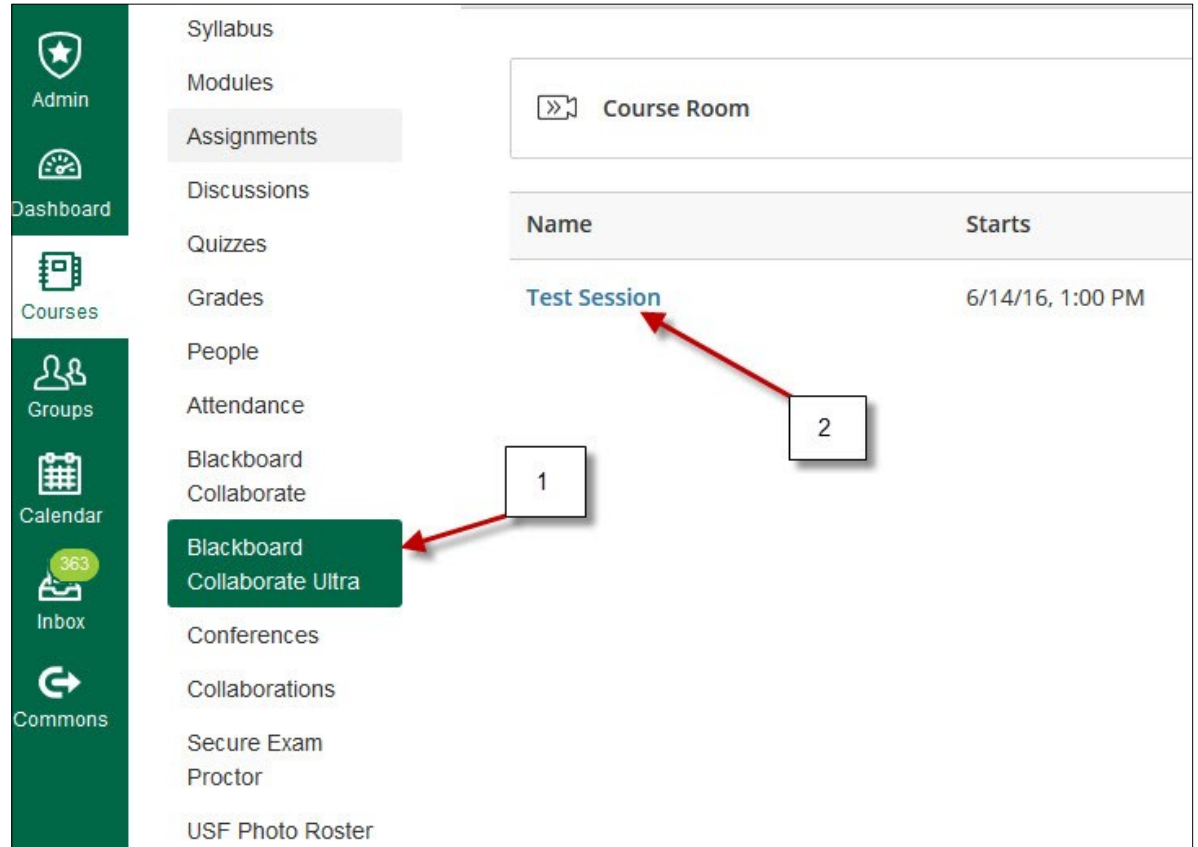# Blackboard collaborate Ultra as a Moderator

Please use **Google Chrome**
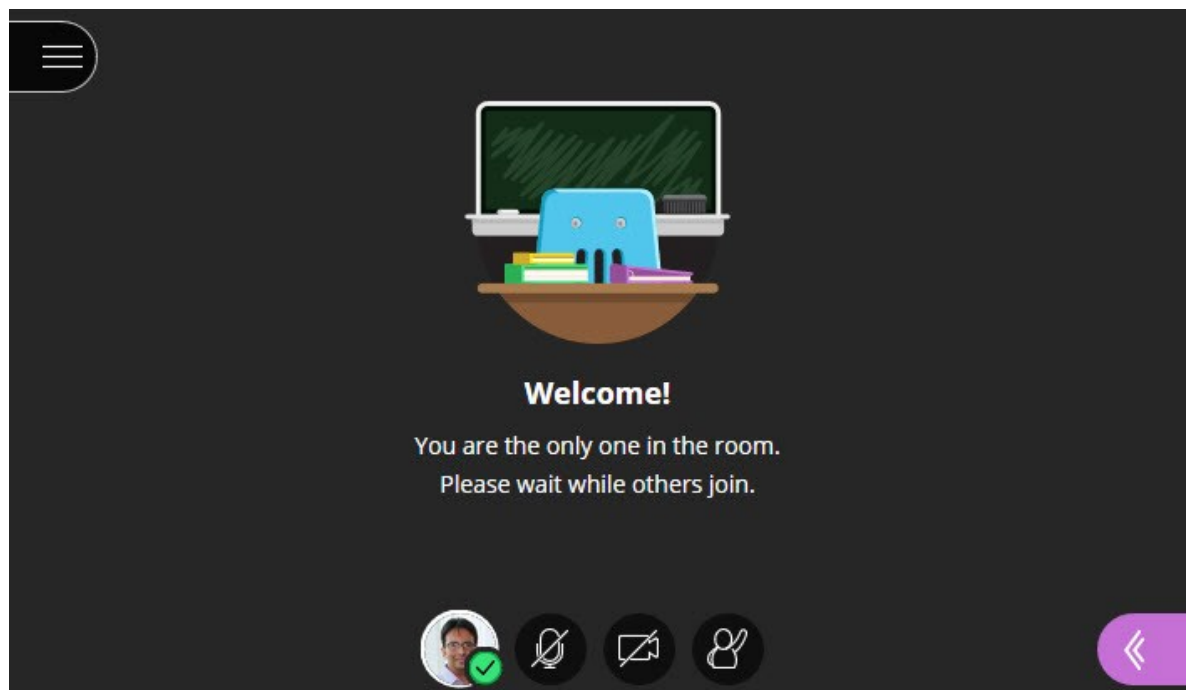
1) Go to your course and open Blackboard Collaborate Ultra

2) Open the session

Audio and camera setup

Jump in and get started! Set up your microphone and camera so you can start collaborating.
You can do this later. You need to do this at least once to use audio in future sessions.

No   Yes

Computer Lab Login - portrait.pptx (1/1)

College of Nursing Computer Lab Login Instructions

NOTE: These instructions only pertain to Faculty, Students and Staff from the College of Nursing

VMware Horizon View Client

Enter the address of the View Connection Server.

➤ Select server:
view.health.usf.edu

If you get this message click Yes to setup microphone and camera

Select allow then click close

Test Session

Adobe Flash Player Settings

Privacy

Allow us.bbcollab.com to access your camera and microphone?

⦿ ✅ Allow   ⭕ 🚫 Deny
☐ Remember

Click Allow

Close

Click Close

It looks like we don't have permission to access your microphone and camera. If you want to share your audio or video, select "Allow," check the "Remember" box, and then click "Close."

Learn More
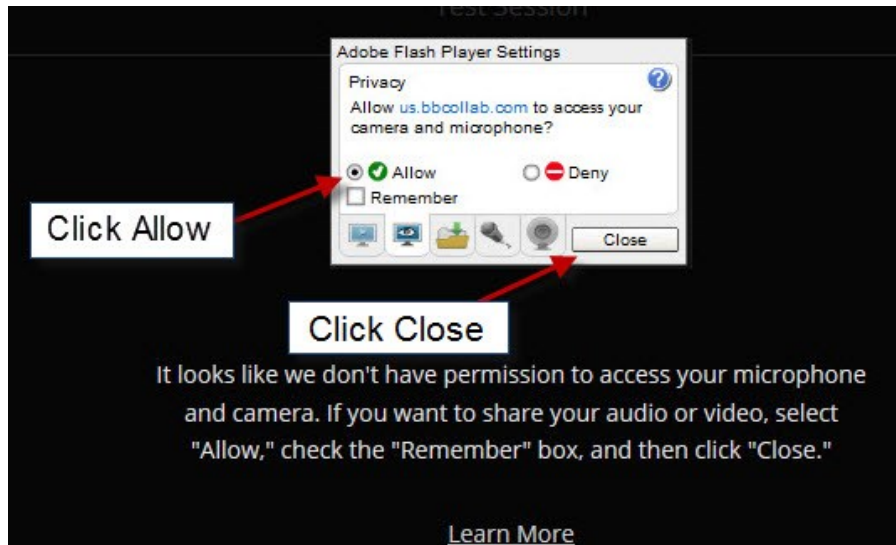
Select your microphone then click Yes

Test Session

Audio Test (1 of 2)

Let us hear you! Say something.
Do you see the audio bar moving when you speak?

🎤 | You sound great!

Built-in Microphone   ▼

No - I need help   Yes - It's working

Select your microphone
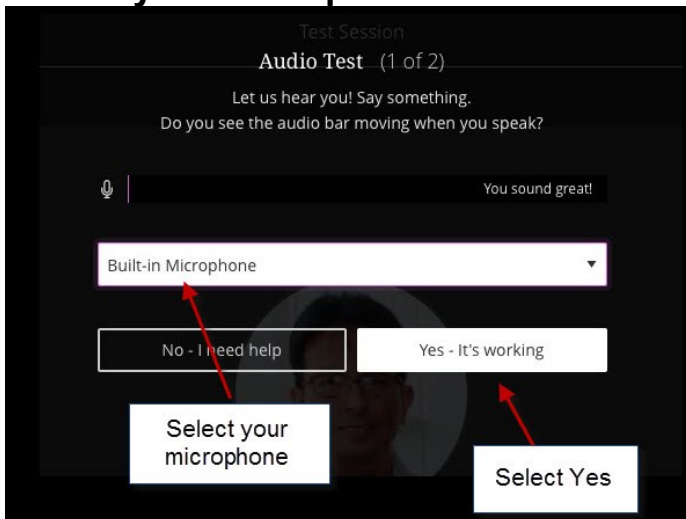
Select Yes

Select your camera then click Yes

Video Test (2 of 2)

Select camera

Smile! Don't worry - no one else can see you yet!
Do you see yourself?

Built-in iSight   ▼

Select Yes

No - I need help   Yes - It's working
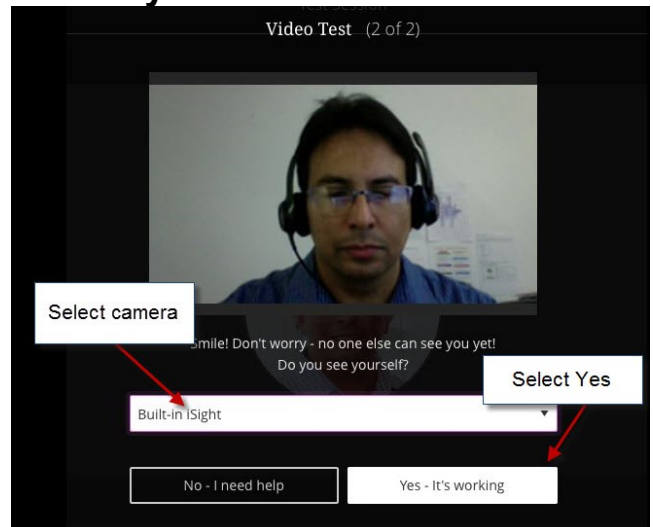
3) Open The Collaborate Panel to access **"My Settings"** for more options
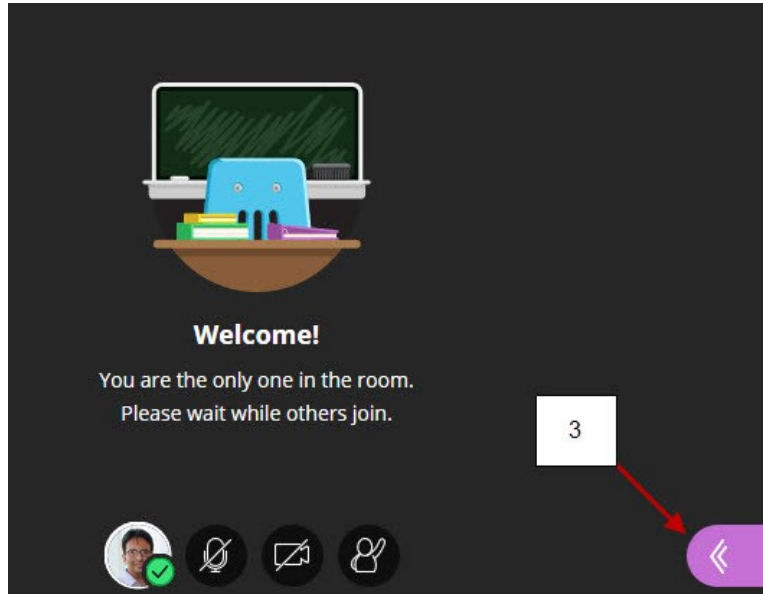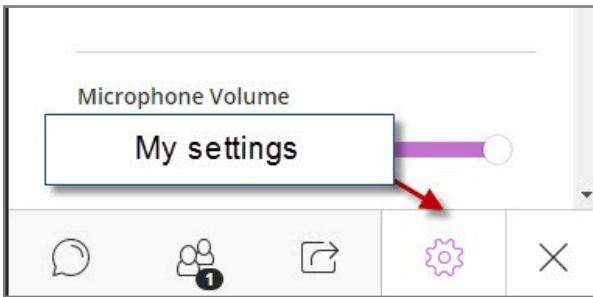
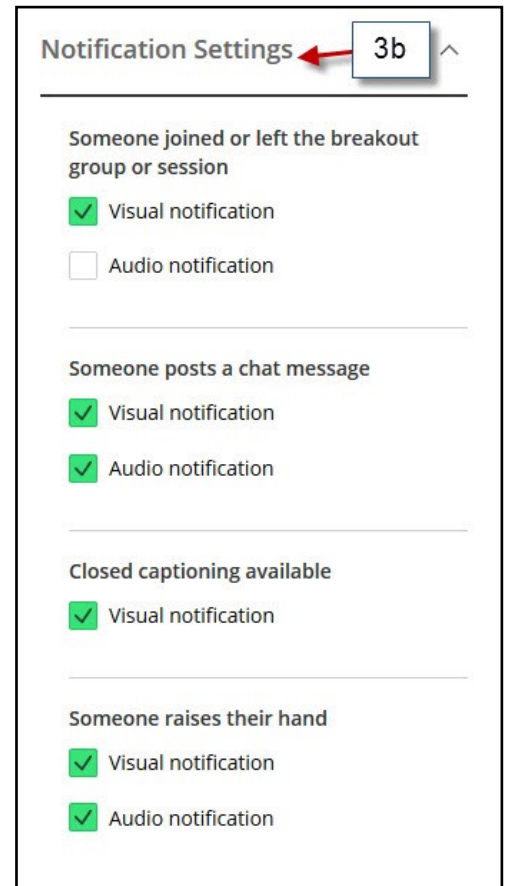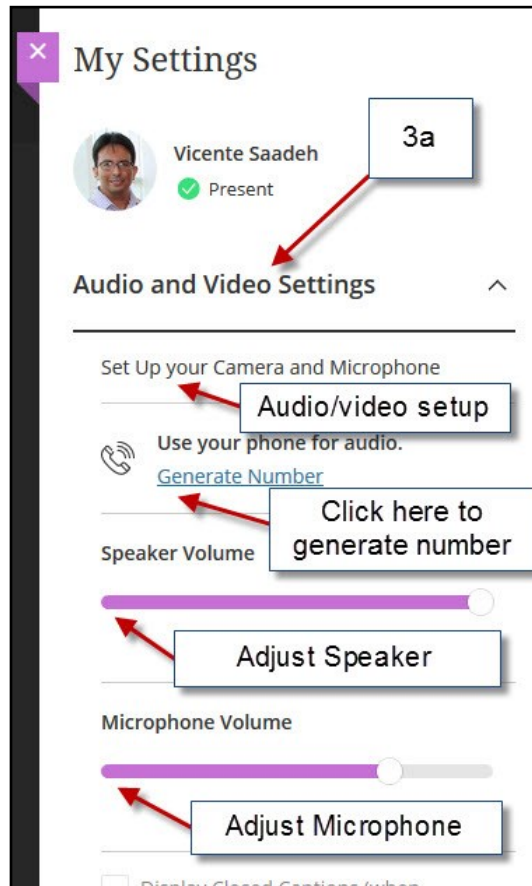## 3a) Audio and Video Settings

Audio/Video Setup
Click here to setup your microphone and video camera
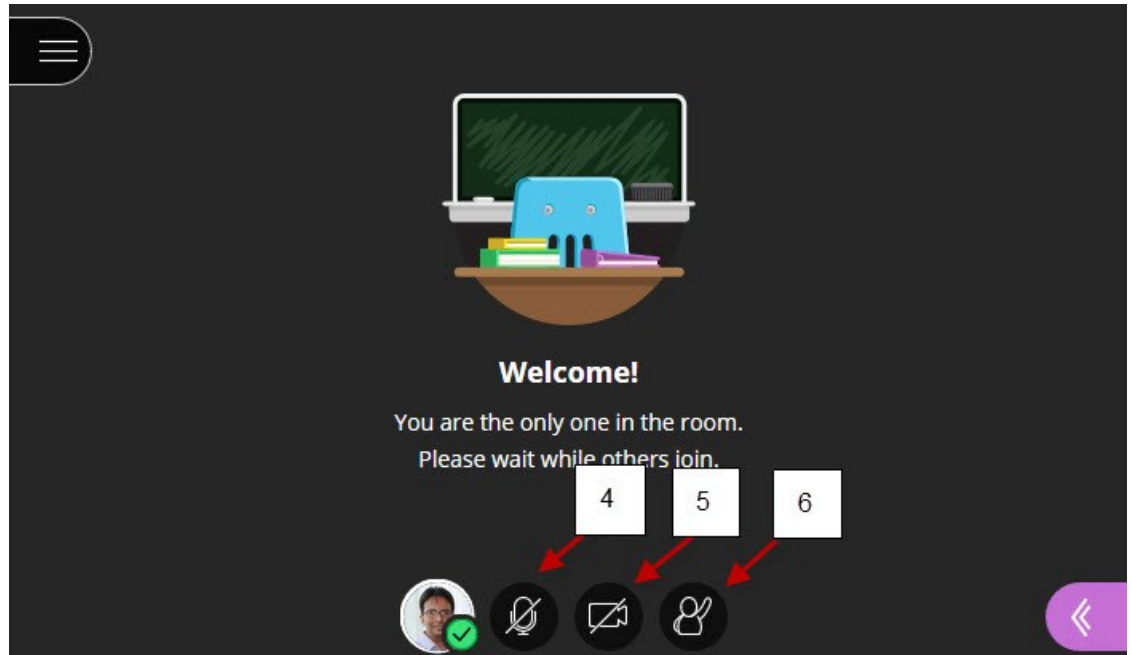
Generate Number
This will generate an unique telephone number just for you This is only if you want to use a phone for audio instead of the computer
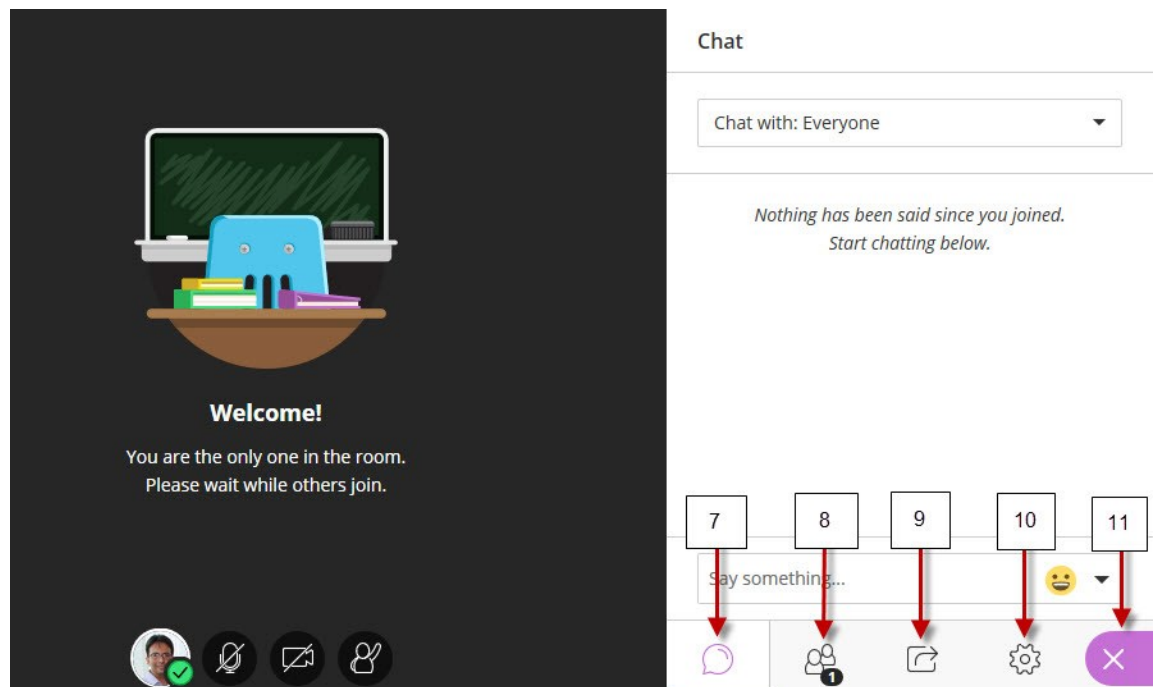
3b) Notification Settings

Check options for your session

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College of Nursing

4) Share Microphone
5) Share Camera
6) Raise hand

7) Open Chat box
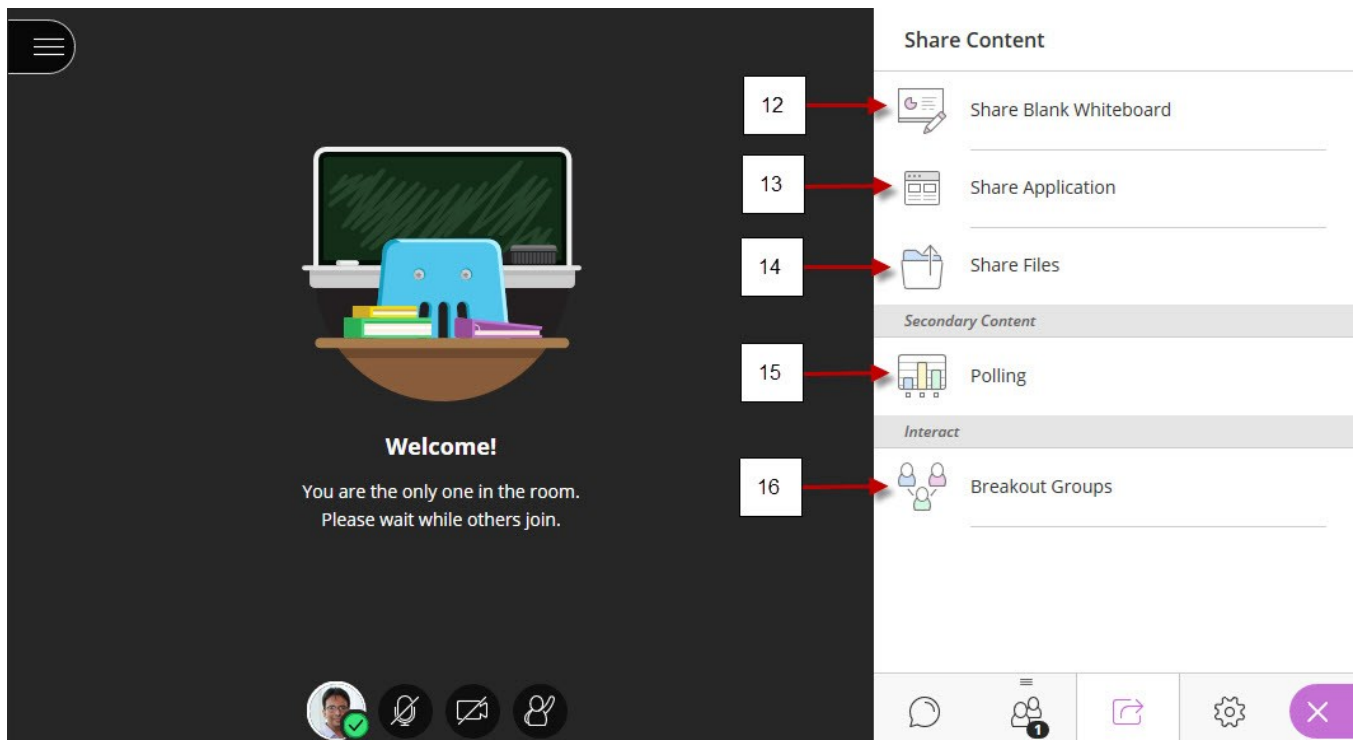8) View Participants
9) Share Content
10) Settings

11) **Exit**

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Sharing Content
Click the Share Content tab for more options

12) Share Blank Whiteboard : This option is to open a blank page

13) Share Application: This option is to share your desktop or an application

14) Share Files: This option is to share your PowerPoint. Go to the next page to learn more

15) Polling: This is to start a poll. Go to page 7 to learn more

16) Breakout Groups: This option will create groups, watch tutorial:

https://www.youtube.com/watch?v=ZTrUicClBPQ

Watch tutorial as moderator: **https://www.youtube.com/watch?v=VlTqXqtvl9c**

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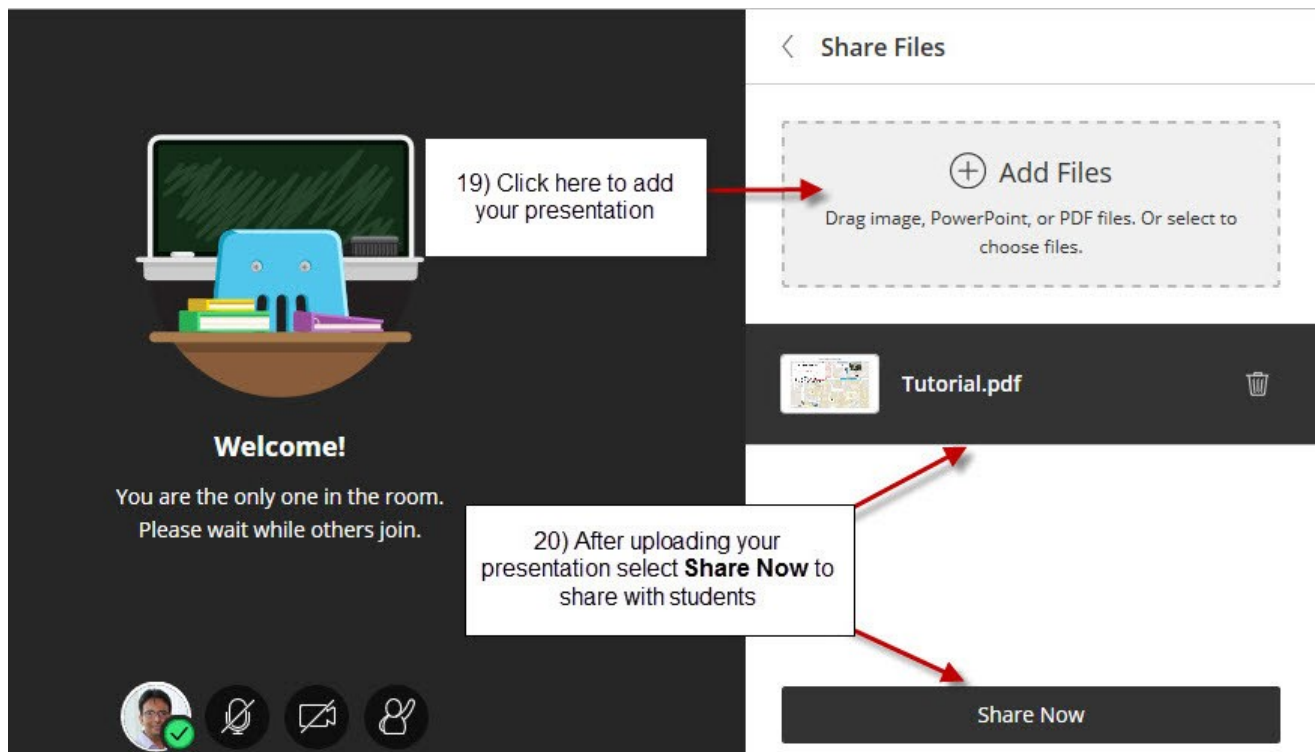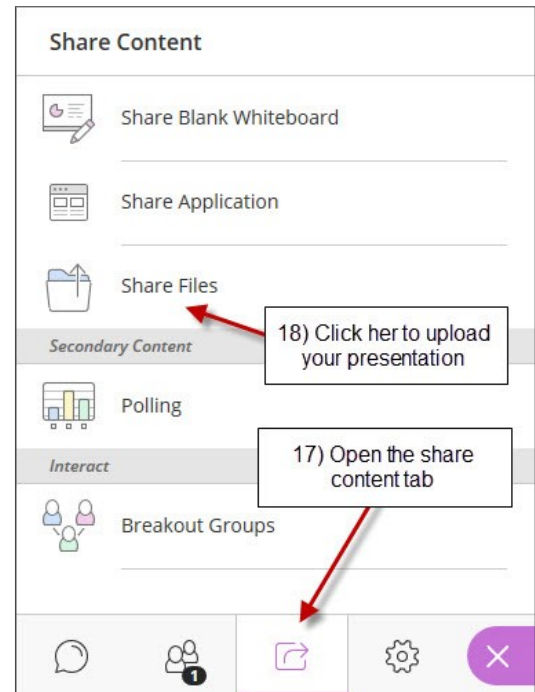College of Nursing

Click Share files to upload your documents

To upload a file just click on the **Add files Here,** when you see your file on the right panel select **Share Now,** when done click **Stop Sharing**

17) Click here to open **Share Content**

18) Click **Share Files**

19) Click here to upload your presentation

20) Select your presentation and select **Share Now**

Share Content

- Share Blank Whiteboard
- Share Application
- Share Files

18) Click her to upload your presentation

Secondary Content

- Polling

17) Open the share content tab

Interact

- Breakout Groups

< Share Files

(+) Add Files

Drag image, PowerPoint, or PDF files. Or select to choose files.

19) Click here to add your presentation

Tutorial.pdf

20) After uploading your presentation select **Share Now** to share with students

Share Now

Welcome!

You are the only one in the room.
Please wait while others join.
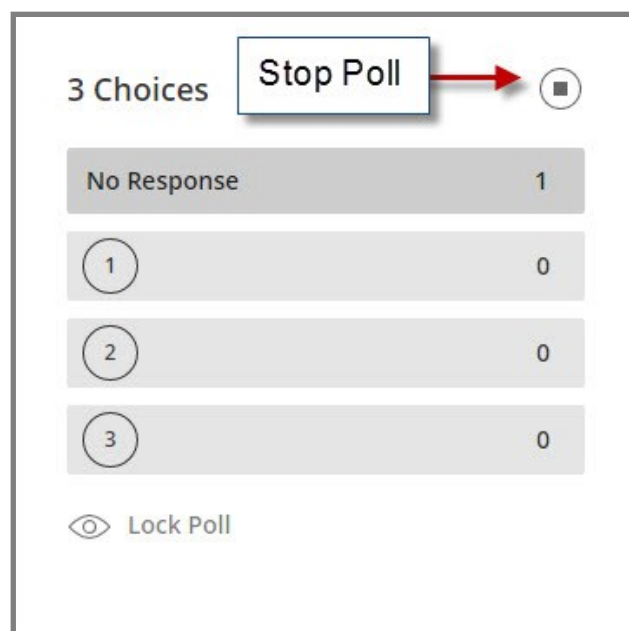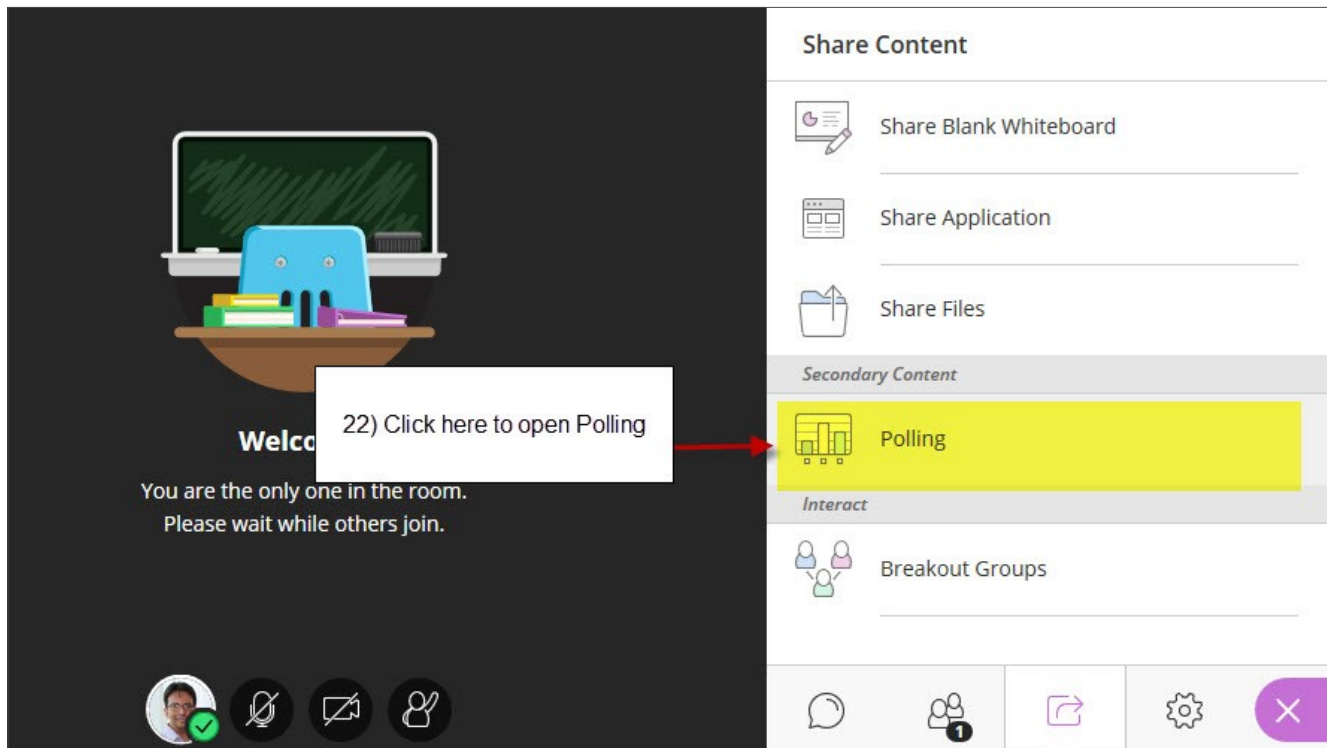
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Click Share files to upload your documents (continuation)
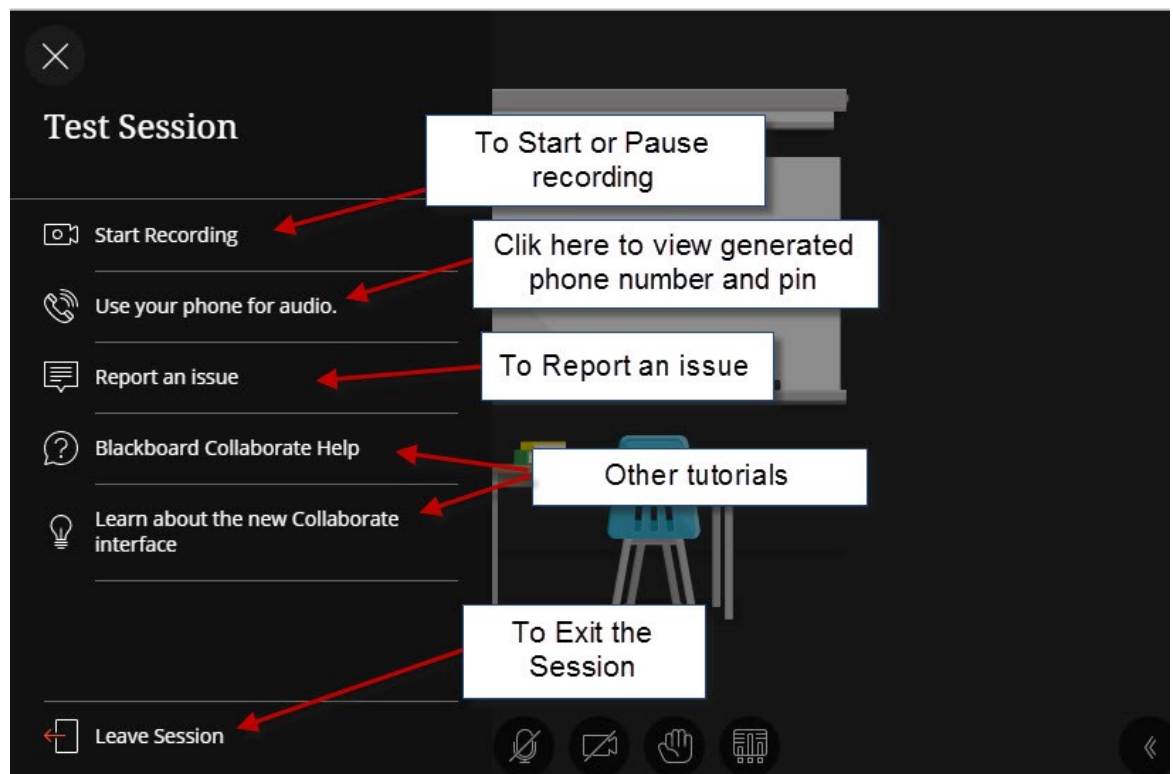
21) Select this to stop sharing presentation
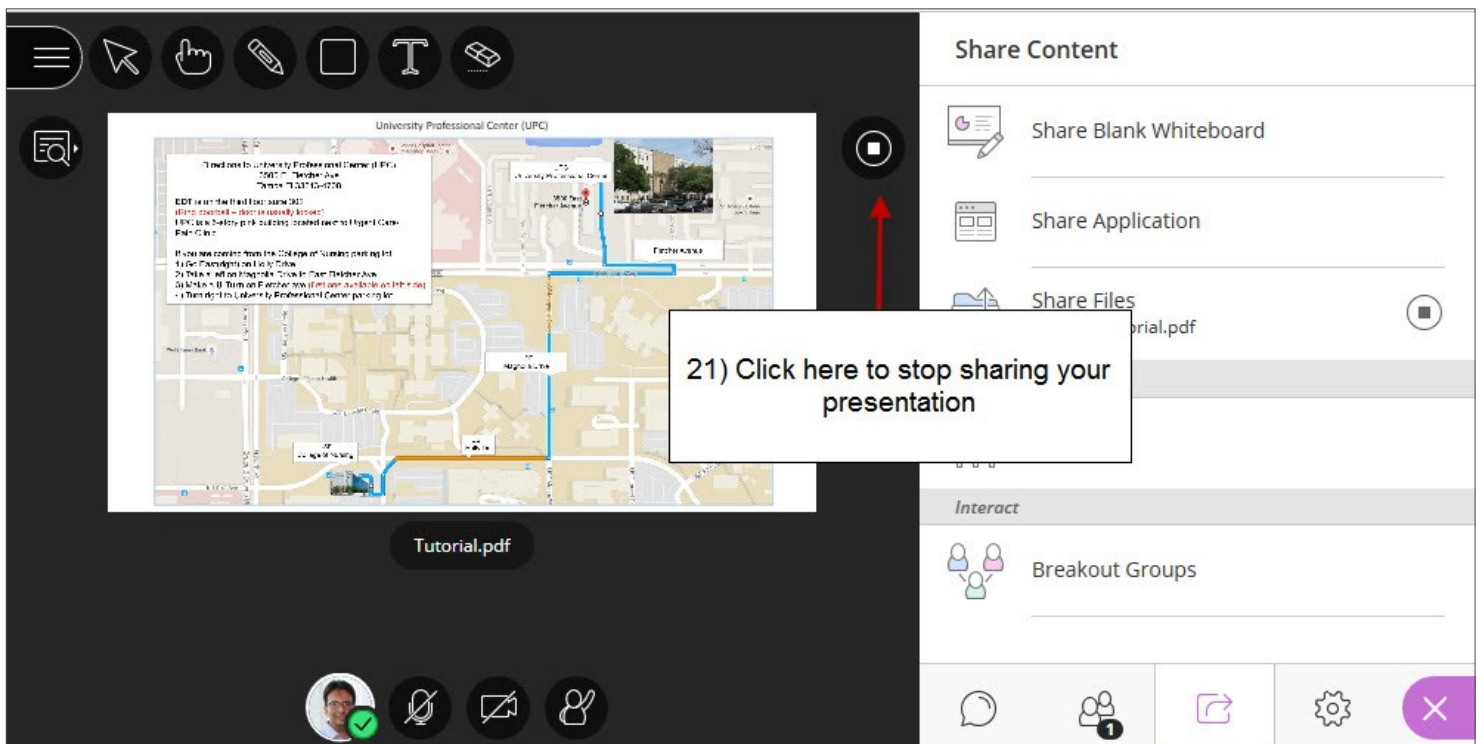
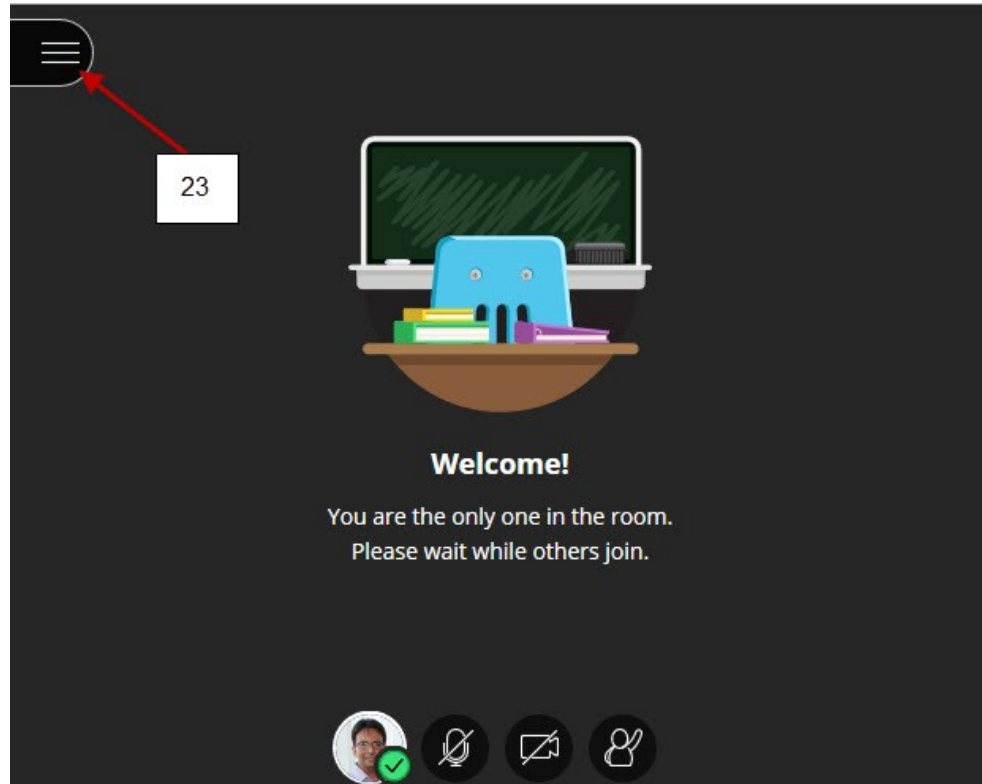## Polling

Just click on **Polling** and select the type of Poll you want to make active, when done click the stop icon on top right corner

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23) Click icon **(top left corner)** to open the Session Menu

Test Session

- Start Recording → To Start or Pause recording
- Use your phone for audio. → Clik here to view generated phone number and pin
- Report an issue → To Report an issue
- Blackboard Collaborate Help → Other tutorials
- Learn about the new Collaborate interface → Other tutorials
- Leave Session → To Exit the Session

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When Sharing a Document these options will become available